

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, to plan, organize, direct, and supervise the patrol activities of the Colusa Police Department; to provide supervision and training for assigned staff; to perform a broad range of complex law enforcement and crime prevention work, including patrol, investigations, and special assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a second level supervisory classification for the performance of professional law enforcement work. Incumbents serve as the operational supervisor of patrol and related activities. In addition, they are expected to perform complex professional law enforcement work. They may be "on-call" to respond to special law enforcement emergencies. This class is distinguished from Police Sergeant by exercising a broader scope of management and supervisory responsibilities.

### **REPORTS TO**

Police Chief

### **CLASSIFICATIONS SUPERVISED**

Police Sergeant, Police Officers.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, manages, and supervises an operational unit of the Colusa Police Department; provides supervision, training, and work evaluation for assigned staff; participates in the identification and determining of the priority of law enforcement problems in the community, analyzing a variety of information and recommending solutions; performs a variety of specialized law enforcement administrative work related to the functions and services of the Colusa Police Department; establishes community, business, and neighborhood groups to interact with the Department; assists with the development of Department goals, objectives, and priorities; reviews the work of staff, ensuring adherence to Department standards and policies; prepares recommendations regarding service and program development; performs a variety of complex professional law enforcement work; assists with Department administrative functions such as budgeting, purchasing and personnel functions; coordinates the in-service training activities; may review and resolve complaints regarding personnel; may assume responsibility for major

## **POLICE LIEUTENANT - 2**

Last Revision: 12/12/00

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

investigations; directs and oversees the development of records and reports; reviews reports prepared by staff; provides consultation and guidance on law enforcement problems; coordinates Department prosecution and court activities; may promote crime prevention, drug awareness and other prevention programs; completes special projects; responds to questions and inquiries from the public, community organizations, and other government agencies.

### **TYPICAL PHYSICAL CHARACTERISTICS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 lbs with assistance; crawl through various areas on hands and knees; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- ❖ Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.
- ❖ Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- ❖ Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- ❖ Laws applicable to the apprehension, retention, and treatment of juveniles.
- ❖ The general geography of the City of Colusa.
- ❖ Good public relations techniques.
- ❖ Use and care of Department authorized equipment and firearms.
- ❖ First aid methods and techniques.
- ❖ Principles of criminal identification and fingerprint classification.
- ❖ Computers and software used by the Colusa Police Department.
- ❖ Principles of supervision, training, work evaluation, and management.

## **POLICE LIEUTENANT - 3**

Last Revision: 12/12/00

### **DESIRABLE QUALIFICATIONS** (continued)

#### **Ability to:**

- ❖ Plan, organize, supervise, and manage an organizational unit of the Colusa Police Department.
- ❖ Supervise, train, and evaluate the work of assigned staff.
- ❖ Perform a wide variety of complex professional law enforcement work.
- ❖ Understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.
- ❖ Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- ❖ Gather and organize data and information.
- ❖ Interview and secure information from witnesses and suspects.
- ❖ Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- ❖ Prepare clear, comprehensive reports.
- ❖ Meet standards of adequate physical stature, endurance, and agility.
- ❖ Demonstrate technical and tactical proficiency in the use and care of firearms.
- ❖ Operate a motor vehicle under critical and unusual conditions.
- ❖ Work with computerized law enforcement information systems.
- ❖ Effectively, tactfully, and courteously represent the Colusa Police Department with the public and other law enforcement agencies.
- ❖ Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of previous professional law enforcement experience comparable to that of a Police Sergeant with the City of Colusa.

#### **Special Requirements:**

Possession of an Advanced, Supervisor, and Management POST Certificates.

Possession of, or ability to obtain, an appropriate California Driver's License.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*